



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Post Office Box 2940
Little Rock, Arkansas 72203-2940
Phone: (501) 324-9316
Fax: (501) 324-9311
<http://www.state.ar.us/dfa>

MEMORANDUM

TO: All State Agencies

ATTENTION: Chief Fiscal Officers and Purchasing Agents

FROM: Joe Giddis, Director
State Procurement

DATE: August 14, 2002

SUBJECT: Guidance for Processing Purchase Requisitions

It is important that the guidance in this memorandum be given to those staff members responsible for preparing Purchase Requisitions.

This memorandum is intended to provide guidance based on processing Purchase Requisitions for State agencies.

1. Each agency has a set approval process for Purchase Requisitions (PR) that must be completed or the PR will not leave the agency. If the PR is over \$25K it will require two approvals at the agency level. The first approval may be at the purchasing agent level, the next approval may be at the next higher management level. Regardless of the agency business process, each PR coming to OSP must have two approvals or the PR will not make it out of the agency. After the agency applies both approvals the agency must manually change the purchasing group to **C00**, please note; do not use **Coo**. This is a critical step! If you use **Coo** it will not go to OSP but will spin in cyber space and not be processed.

2. When completing a PR it is important that the document type be coded correctly. If the agency is requesting an outline agreement (term contract) the document type must be **NV** with account assignment **U**. If the agency is requesting a Purchase Order (firm contract) the document type must be **NB** with the account assignment determined by the agency, however the account assignment must be included.

3. The agency procurement staff is responsible for including the correct material number(s) on the PR in the appropriate location. The material number used must reflect the items being requested and not a generic or miscellaneous material number. Without a proper material number OSP is unable to properly route the bid documents to those vendors able to provide the materials or services. To locate material number(s) use transaction code **MM03**, and in the material description field; enter * _____ * (where the _____ is the description of the

material you are looking for). The search initially can be time consuming; however, when the search parameters are learned the search becomes very easy.

4. When agencies have “suggested vendors” the agencies are required to provide the vendor numbers and names. If the suggested vendors are not registered with the State they may go to <http://www.state.ar.us/dfa/purchasing/index.html> click on vendor registration and complete the process. Please ensure they register for the commodities they want to receive bids for.

5. The OSP web site, <http://www.state.ar.us/dfa/purchasing/index.html> , has a section titled Agency Guidance which contain memorandums detailing guidance on several procurement issues. As new issues develop we will attempt to address them and publish guidance and post it to this site. Both word and PDF files are available and may be down loaded and printed for your use.

CC:

Kathy Besancon

Jerry Hester

OSP Team Leaders

OSP Buyers